



REQUIRES AN **OFFICE MANAGER**

www.gtm.org.uk

The post requires excellent organisational, administrative and time-management skills with the ability to prioritise and re-prioritise workload to meet changing demands. The postholder must be a competent user of Microsoft Office, demonstrate a high level of confidentiality and be reliable and flexible.

Proven proficiency is required in the following:

- Financial reporting/budget control/bookkeeping
- HR administration/recruitment
- Supervising, communicating and supporting staff
- Merchandising and cost effective stock management
- Written and verbal communication with all stakeholders
- Accurately inputting data
- Daily office administration including utilities contracts, equipment hires, updating procedures & policies

Desirable knowledge/experience:

- Experience working in a visitor attraction/tourism business or similar
- Experience working in the HR sector with employment law knowledge
- Competent user of Xero or similar accounts software
- Competent user of Electronic Point of Sale software and online booking systems
- Sales, meeting targets and analysis skills

This post is for an average of 4 days a week with flexible working to cover some weekend days.

Salary: £22—24K (pro rata) depending on experience

Closing Date for Applications: 23 August 2021

Start Date: early October

**Please apply in writing complete with CV to:
curator@gtm.org.uk**

